

# JOB OPPORTUNITY

Franchise Tax Board is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☒ Permanent  
Full-time

☐ Permanent  
Intermittent

☐ Limited-term  
(Temporary)  
Length

☐ Formal Training  
and Development  
Assignment

Position Title: Staff Information Systems Analyst

Classification: Staff Information Systems Analyst

Location: Hq Sacramento

Section/Unit: Data Center Services And Admin Support

Salary Range: \$4732-5754

Number of Vacancies: 1

## Job Description: (includes typical duties)

Under the general supervision of the Data Center Services and Administrative Support Section Manager and direction of the Technical Lead, the incumbent functions at the full journey level and performs the more responsible, varied, and difficult analytical assignments in support of Computing Resources Bureau activities. Incumbent is responsible for the procurement and tracking of the more complex information technology (IT) products and administrative support materials. Incumbent is responsible for the administration of more complex and/or sensitive software and hardware contracts used by the enterprise server (Mainframe) as well as independent servers that support department wide applications both on-line and batch. Incumbent is responsible for assisting CRB's project management, project notice, and FSR efforts. Incumbent is responsible for the the enterprise server (Mainframe) monthly software audit process and responsible for the more complex Move, Add and Change (MAC) requests needed to enable the movement of staff's desktop PC configurations and telephones and is responsible for the maintenance of databases for the tracking of IT inventory and contracts.

## Required Knowledge, Skills, and Abilities:

- Strong analytical skills with the ability to analyze issues, define problems and recommend effective solutions.
- Ability to take initiative and to work well independently and in a team environment.
- Ability to communicate effectively, orally and in writing; excellent customer service skills.
- Ability to multitask and to effectively adapt to changing priorities to meet critical deadlines.
- Ability to use MS Office tools to complete work assignments.
- Ability to establish and maintain good working relationships with project staff and management, business partners.
- Have flexibility and willingness to adapt to changes in priorities and workload demands.
- Strong organizational and time-management skills; and excellent attendance

## Desirable

- Knowledge of FTB organization, programs, policies, and practices.
- Knowledge of computer operating systems.
- Knowledge of Information Technology trends.
- Experience with the project development life cycle.
- Experience working in multiple systems environment.

Mail or hand deliver your application by: September 22, 2006

Contact Person: Christina Rivera Telephone Number: (916) 845-6719

Address/Room Number: PO Box 550, Sacramento, CA 95812-0550, Attention: Exams (include contact persons name)

Special Instructions: **FTB employees please hand deliver or route to Christina Rivers at M/S A-10.**

Include both STD 678 and resume. Lateral candidates may be considered.

To be considered for this Job Opportunity, applicants must have permanent civil service status, be reachable on an employment list or have reinstatement eligibility. **Applications will be screened and only the most qualified applicants will be interviewed.**

**All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation.** The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

Franchise Tax Board's TDD telephone number is (800) 822-6268.

The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.